

Foreign Buyer Instruction Letter

To: _____ Pro forma Invoice #: _____

_____ Your Reference #: _____
_____ Date: _____

We have indicated below those terms/conditions we will find acceptable in a Letter of Credit issued by your bank. Your efforts to gain compliance with these terms/conditions in the issuance of the Letter of Credit will ensure prompt dispatch of your order. If your bank is not able to issue the credit within the following guidelines, or these details do not agree with your understanding of the transaction, please contact us, providing information on those terms/conditions in question. This will eliminate additional costs and delays of issuing an amendment, once the Letter of Credit has been issued. Only those items we have marked "X" will apply to the Letter of Credit.

The Letter of Credit (LC) must be irrevocable and subject to the UCP 600 [*Uniform Customs and Practice for Documentary Credits*], as published and updated by the International Chamber of Commerce.

1. This LC is to be advised through the following bank _____.
SWIFT: _____ TELEX: _____
2. The LC must be issued with the following confirmation instructions:
☐ WITHOUT
☐ MAY ADD – only at the request of the Beneficiary
3. The BENEFICIARY is to be shown as:
Name _____
Address _____

4. All fees are for the account of the applicant, unless otherwise negotiated.
5. LC is to be ____ advised through _____
____ confirmed by _____
6. The LC is to be payable in:
☐ U.S. Dollars
☐ Other: _____
7. The amount of the LC is to be specified as:
☐ Not to exceed
☐ About (+/-10%)
☐ Other (as stated) _____
8. The LC must be payable against drafts drawn on:
☐ the Issuing Bank
☐ the Advising Bank
☐ the Reimbursing Bank
9. Drafts must be drawn
☐ At Sight
☐ At ____ days after Sight
☐ At ____ days from the date of the transport document/forwarder's cargo receipt
☐ Other:
10. The LC is to specify shipment of (generic terms, please. Avoid details):
11. Shipping terms (select one):
☐ EXW (Exworks / Origin)

Named City or Port

- ☐ **CFR** (Cost & Freight / Destination) _____
 - ☐ **CIF** (Cost, Insurance, & Freight / Destination) _____
 - ☐ **CIP** (Carriage, Insurance, Paid to / Destination) _____
 - ☐ **CPT** (Carriage Paid to / Destination) _____
 - ☐ **FCA** (Free Carrier / Origin) _____
 - ☐ **FOB** (Free on Board / Origin) _____
12. The latest shipping date is _____ **OR** _____ days after the LC issue date.
13. The LC expiry date is _____ **OR** _____ days after the latest shipping date.
14. Documents must be presented within _____ days after the shipping date.
15. We agree to provide the following documents, in the quantities specified. Please, avoid other documentary requirements without our prior agreement:
- ☐ Signed **commercial invoice** in one (1) original and _____ copies.
 - ☐ **Packing list** in one (1) original and _____ copies.

Transport Documents:

- ☐ Clean Airway Bill consigned to _____
- ☐ Bill of Lading _____
 - o Consigned to: _____
 - o Consigned to the order of: _____
- ☐ Multi-modal / Combined Transport Bills of Lading _____
 - o Consigned to: _____
 - o Consigned to the order of: _____
- ☐ Forwarder's Cargo Receipt consigned to _____

Transport documents must show shipment

From: _____ **To:** _____

With freight charges marked _____ Prepaid _____ Collect
and notify (freight forwarder / custom house broker, if applicable)

Name _____

Address: _____

Additional Documents:

- ☐ Negotiable marine/air insurance policy or certificate in duplicate for 110% of commercial invoice value, covering all risks and war risks and _____ as applicable.
16. Transshipments are:
_____ Allowed _____ Not allowed
17. Partial shipments are:
_____ Allowed _____ Not allowed
18. Issue Bank charges are for the account of the Applicant. ALL banking charges outside the country of the Applicant are for the account of the
_____ Applicant _____ Beneficiary
19. **Acceptance** charges (if applicable) for time drafts are for the account of
_____ Applicant _____ Beneficiary
Discount charges (if applicable) for time drafts are for the account of
_____ Applicant _____ Beneficiary
20. The LC must state that it is 'Transferable' and transfers, if any, may be done by any bank.